



Tents, Canopies, Temporary Membrane Structures & Seasonal Sales Areas

Fee \$50 / event

Tents, canopies, membrane structures and seasonal sales areas may be erected or maintained, only after obtaining a permit from the City and payment of permit fees, providing the standards and restrictions are met.

Chapter 175 – Building Code, Chapter 180 – Fire Code.

Pursuant to an approved site plan a seasonal sales area shall be annually permitted. A permit is required for a tent in excess of 400 square feet and for a canopy in excess of 700 square feet. For specific questions, please contact the Planning and Building Department (515) 963-3550.

☐ Tent/canopy/membrane structure ☐ Seasonal Sales Area ☐ Commercial use ☐ Residential/private use ☐ Other _____

Event Address: _____

Event: _____ Event Date(s): _____ # of Days _____

Date/time set-up will be complete and ready for inspection: _____

Applicant Name: _____ Phone #: _____

Applicant is: ☐ Property Owner ☐ Contractor ☐ Other _____

Property Owner: _____ E-mail _____

Address _____ Phone #: _____

Business Owner: _____ E-mail _____

Address _____ Phone #: _____

Seasonal Sales Area: Length: _____ Width: _____ Sq.Ft: _____

Site plan required for seasonal use area showing compliance with approved site plan

Type of structure: ☐ Tent ☐ Canopy ☐ Membrane (air inflated/supported) ☐ Other _____

Site plan required showing location of structure(s) in relation to lot lines and buildings.

Structure Dimensions: Length: _____ Width: _____ Sq.Ft: _____

Shall not be erected for more than 180 days within a twelve month period

Flame spread certificate required for structure(s) – please provide copy

Shall not be located within 20 feet of lot lines

Open flames and cooking devices shall not be located within 20 feet of the structure(s)

Exits shall be clearly marked - illuminated exit signs and egress lighting may be required

Approved 'No Smoking' signs shall be posted

Egress - exits and access aisles shall be provided and maintained

Portable fire extinguishers shall be provided

Hay, straw, shavings or similar combustibles shall not be located within the structure

The undersigned warrants that he/she has reviewed and is familiar with the provisions of the building and fire codes; as set for the under Chapters 175 and 180 of the Municipal Code of the City and all applicable zoning standards and will defend, indemnify, protect and save harmless the City and its employees from any and all liability, from any claim or cause of action which any person may have or claim to have by reason of any actual or alleged failure on the part of the undersigned to comply with the terms and provision thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I agree to adhere to the plans as submitted and approved by the Architectural Review Board and City Staff and will provide notification of any change prior to construction. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I, the undersigned, understand that I am responsible for correctly locating the property lines.

Signature of Applicant _____ Date _____

Signature of Property Owner _____ Date: _____

Office Use Only

Date received _____

Permit Fee \$50

Approval Notification Date _____

☐ Inspection Scheduled _____